



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas

## DIVISION OF CEBUPROVINCE

Sudlon, Lahug, CebuCity



November 16, 2017

### DIVISION MEMORANDUM

No. 784, s. 2017

#### GAWAD SIKLAB SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT

**To:** Assistant Superintendents  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Secondary School Heads

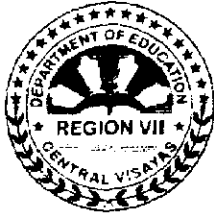
1. For information and guidance of all concerned, attached is Regional Memorandum No. 0869, s. 2017 dated November 13, 2017, entitled "**Gawad Siklab Search for Outstanding Supreme Pupil Government and Supreme Student Government**", announcing the important dates and details of the search.
2. For more information, please refer to the attached communication.
4. Immediate dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

**Telephone Numbers:**

|  |                |
|--|----------------|
| Schools Division Superintendent:       | (032) 255-6405 |
| Asst. Schools Division Superintendent: | (032) 414-7457 |
| Accounting Section:                    | (032) 254-2632 |
| Disbursing Section:                    | (032) 255-4401 |
| Admin/Legal:                           | (032) 253-7847 |
| Promotional Staff Section:             | (032) 520-3217 |

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City




REGIONAL MEMORANDUM  
NO. **0869**, s. 2017

NOV 13 2017

**GAWAD SIKLAB: SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT AND SUPREME STUDENT GOVERNMENT**

To: Schools Division Superintendents

1. This Office hereby disseminates the attached Deped Memorandum No. 187 s. 2017 dated November 3, 2017 entitled: *Gawad Siklab: Search for Outstanding Supreme Pupil Government and Supreme Student Government*.
2. For details, refer to the attached Memorandum.
3. Immediate dissemination of this Memorandum is directed.

  
JULIET A. JERUTA  
Director III  
Officer-in-Charge

JAJ/LCJ/p

Office of the Director (ORDir), Tel. Nos.: (052) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324; Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071; Human Resource Development Division (HRDD), Tel. No.: (032) 255-3239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062; Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 231-9030;  
414-7065; Administrative Division, Tel. Nos.: (032) 414-7326; 414-4361; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"EFA 2015: Karapatan ng Lahat, Panatagutan ng Lahat"*

120-2017-2571



Republic of the Philippines  
**Department of Education**

03 NOV 2017

DepEd MEMORANDUM  
No. **187**, s. 2017

**GAWAD SIKLAB: SEARCH FOR OUTSTANDING SUPREME PUPIL GOVERNMENT  
AND SUPREME STUDENT GOVERNMENT**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary, Secondary and Senior High Schools Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learner Support Services (BLSS)-Youth Formation Division (YFD), announces the launching of **Gawad Siklab: Search for Outstanding Supreme Pupil Government (SPG) and Supreme Student Government (SSG)**.
2. *Siklab* is a Filipino word meaning *spark, ignite or kindle*. DepEd believes that the flame from the torch, that symbolizes the quest for knowledge, starts with a spark.
3. The Award aims to ignite the burning passion of student-leaders in serving their school through the SPG and SSG. It kindles the spirit of the learners, teachers, administrators and other stakeholders of DepEd to be part of nation-building. Specifically, it aims to:
  - a. recognize the programs of the SPG and SSG that created impact and addressed the issues and challenges in their schools or communities;
  - b. inspire and encourage student-leaders and teacher-advisers of all public schools nationwide to implement and develop programs/projects that will help their schools and communities; and
  - c. acknowledge and honor the idea of solidarity by recognizing groups instead of individuals.
4. The Award shall officially commence on **November 6, 2017** and shall end through an awarding ceremony on **December 15, 2017**.
5. The Award is open to SPG and SSG in all public schools.

6. The Award has the following categories:

- a. *Maka-Diyos*  
(Belief and Traditions) - aims to recognize outstanding projects that promote the culture of peace, respect, and love despite the multi-cultural population of the school community.
- b. *Maka Tao*  
(Human Development, Health, and Well-being) - aims to recognize outstanding projects that address human development, health, and well-being of the school community.
- c. *Makakalikasan*  
(Environment and Disaster Risk Reduction Management) - aims to recognize outstanding projects that promote biodiversity and ecological awareness, environmental protection, conservation, and preservation, disaster risk reduction management and climate change adaptation, disaster prevention, rescue operations, and rehabilitation.
- d. *Makabansa*  
(Heritage, Culture, Nationalism, Patriotism and Volunteerism) - aims to recognize outstanding projects that promote Filipino culture and values of nationalism, patriotism, and volunteerism, and demonstrate the pride and exercise of the rights and responsibilities of being a Filipino.
- e. Drug Prevention Program - a special category supporting one of the 10-Point Agenda of the Secretary of Education and the current administration that addresses the problem on drugs. The category wishes to recognize projects, programs and activities on drug education.

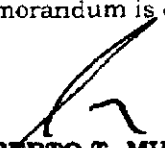
7. The following documents are enclosed for reference:

- a. *Siklab* Form 1 - Primer;
- b. *Siklab* Form 2 - Application Form;
- c. *Siklab* Form 3 - Operating Guidelines;
- d. *Siklab* Form 4 - Score Sheet;
- e. *Siklab* Form 5 - Awards Committee Composition; and
- f. *Siklab* Form 6 - Timetable of Activities.

8. Travel expenses of the participants for the National Interview and Formation Program shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

9. For more information contact the **Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD)**, Department of Education (DepEd) Central Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 637-9814 or through mobile phone no. 0921-623-5743; or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) or [christianmarx.rivero08@gmail.com](mailto:christianmarx.rivero08@gmail.com).

10. Immediate dissemination and compliance of this Memorandum is directed.



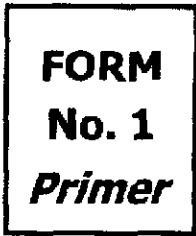
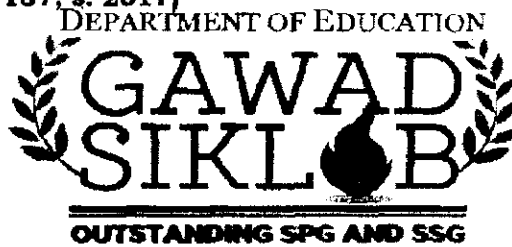
**ATTY. ALBERTO T. MUYOT**  
Undersecretary  
Officer-In-Charge

Encl.:  
As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

AWARDS  
CONTESTS  
DRUG EDUCATION  
FORMS  
LEARNERS  
PROGRAMS  
PROJECTS  
SCHOOLS



**I. Nature of the Award**

SIKLAB is a Filipino word which means to spark, ignite or kindle. We believe that each advocacy starts with a spark that leads to flame symbolizing the quest for knowledge, and the ultimate goal to serve, lead, and inspire the youth. The award aims to ignite the burning passion of student-leaders in serving their school through the SPG and SSG. It kindles the spirit of the students, teachers, administrators and other stakeholders of the Department of Education to be part of Nation-building.

**II. Objectives**

The Awards overall objective is to recognize, reward and motivate student leaders, teachers and administrators of all public schools all over the country with programs, projects and performances that help their schools and community. Specifically, it aims to;

- Recognize the programs of the SPG and SSG that created an impact and addressed the issues and challenges in their school or community.
- Inspire and encourage student leaders and teacher-advisers of all public schools all over the country to implement and develop programs that will help their schools and communities.
- Acknowledge and honor the idea of solidarity by recognizing the group instead of one individual.

**III. Who can join**

The Awards is open to all SPG and SSG for S.Y. 2017 – 2018 in all public schools. The project entry may be:

1. Implemented for the last three years;
  2. Recently concluded project; or
  3. An on-going project.
- The project shall be placed in any one category of the Awards.

**IV. Categories**

The Awards has five categories to identify the focus of the project. The categories represent the four (4) core values of the Department of Education the Maka-Diyos, Maka-Tao, Makakalikasan, and Makabansa; and a Special category for Drug Prevention Program which is part of the 10-point agenda of the Secretary of Education and the current administration. Schools will select one category that best represent their entry project.



**Maka-Diyos**  
(Belief and Traditions)  
Culture of peace, respect, and love despite multicultural population



**Maka-Tao**  
(Human Development, Health and Well-being)



**Makakalikasan**  
(Environment and Disaster Risk Reduction Management)



**Makabansa**  
(Heritage, Culture and Nationalism)  
Pride of being a Filipino



**Drug Prevention Program**

## V. Search Process

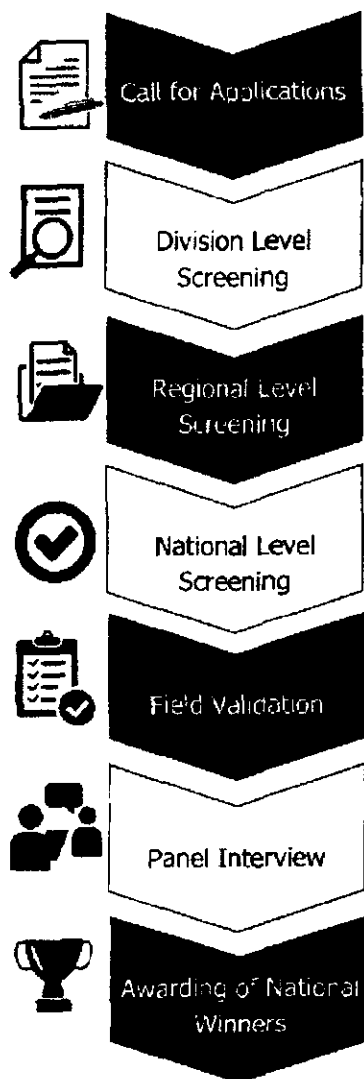
The SSG and SPG of the schools shall compete per category starting from the Division to the National Level. The organization will compete with other schools under the same category.

**Division Level:** The Division Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG).

**Regional Level:** The Regional Awards Committee shall be selecting two nominees per category (1 SPG and 1 SSG).

**National Level:** Only the top four (4) SPG and SSG per category shall be attending the National Screening.

## VI. Search Flow



The 10 winning SPG and SSG will receive Php **30,000.00** and a plaque of recognition

## VII. Criteria

|                                   |      |
|-----------------------------------|------|
| Impact of the Project             | 30 % |
| Teamwork on Implementing Projects | 25%  |
| Creativity and Innovation         | 25%  |
| Effective Use of Resources        | 20%  |

## VIII. General Rules and Guidelines

1. Accomplish the Official GAWAD SIKLAB Application Form.
2. Use white, short bond (8.5x 11 in.) paper for the attachment of all supporting documents.
3. Do not attach other documents that are not required for submission.
4. **Lack or non-compliance to the requirements will result to automatic disqualification.**
5. The organizer reserves the rights to modify or amend the rules of the awards or waive compliance therewith at their sole discretion if such steps are in accordance with the purpose of the search and awards scheme.
6. All decision of the awards committee and Panel of Judges are final and irrevocable.
7. All material submitted to the awards committee automatically become property of the Youth Formation Division (YFD) of the Department of Education.

## IX. Important Dates

- November 10, 2017 – Deadline of Application
- November 13 - 15, 2017 – Division Level Screening
- November 20 – 22 – Regional Level Screening
- November 27 - 30, 2017 – National Level Screening
- December 11 - 14, 2017 – National Finals Week and Panel Interview
- December 15, 2017 – Awarding Ceremony

## X. Contact Details



(02) 637-9814



[blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph)  
[christianmarx.rivero08@gmail.com](mailto:christianmarx.rivero08@gmail.com)

**ATTACHMENTS:**

Please use a separate sheet

**A. Essay (Maximum Number of Pages: 5):**

1. Describe your project Entry (Limit to 500 words and in one page)
2. How does the project address the problem of the school/community? (Limit the answer to 300 words and half page).
3. Who and how many are the beneficiaries of the project? How did they benefit from the project? (Limit the answer to 300 words and half page).
4. What is the impact of the project to the stakeholders? (Limit the answer to 500 words and in one page).
5. Who are involved and what are their roles to the project? (Limit to the answer to 300 words and half page).
6. How does the project promote the idea of teamwork and solidarity among its stakeholders? (Limit the answer in 300 words and half page).
7. What innovation did the team introduce in implementing the project? (Limit the answer to 300 words and half page).
8. How were the team able to fund the project? (Limit the answer to 300 words and half page)

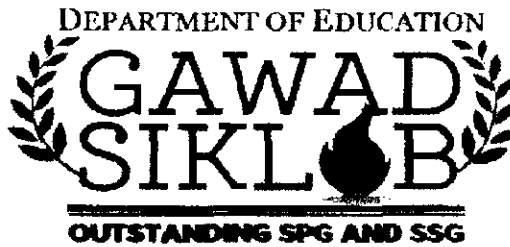
**B. Photo Documentation (Maximum Number of Pages: 2)****C. List of Officers****NOTE:**

1. **Adviser should be the one who will sign and pass the entry/application form to the Division Office**
2. **Non-compliance to the Search Requirements will result to automatic disqualification.**



Republic of the Philippines  
 Department of Education  
**BUREAU OF LEARNER SUPPORT  
 SERVICES**

DepEd Complex, Meralco Avenue, Pasig City



**FORM  
 No. 2**  
*Application  
 Form*

Region: \_\_\_\_\_

Division: \_\_\_\_\_

Name of the School: \_\_\_\_\_

| ORGANIZATIONAL PROFILE   |   |            |             |          |
|--|---|------------|-------------|----------|
| Name of SPG/SSG:   |   |            |             |          |
| Address of School:   |   |            |             |          |
| Name of Adviser:   |   |            |             |          |
| Telephone/Fax Number:  |   |            |             |          |
| Email Address:   |   |            |             |          |
| School Population:   |   |            |             |          |
| CONTACT PERSON DATA  |   |            |             |          |
| Full name:   |   |            |             |          |
|  | Surname   | First name | Middle Name | Nickname |
| Home Address:  |   |            |             |          |
| Date of Birth:   |   |            |             |          |
| Position in the Organization:  |   |            |             |          |
| Contact Number:  |   |            |             |          |
| PROJECT PROFILE  |   |            |             |          |
| Project Title:   |   |            |             |          |
| Brief Description (2 sentences):   |   |            |             |          |
| Project Launch date:   |   |            |             |          |
| Category (Please check one only)   |   |            |             |          |
| <input type="checkbox"/>   | Maka-Diyos (Belief and Tradition)                                       |            |             |          |
| <input type="checkbox"/>   | Maka-Tao (Human Development, Health, Well-Being)                        |            |             |          |
| <input type="checkbox"/>   | Makalikasan (Environment and Disaster Risk Reduction Management)        |            |             |          |
| <input type="checkbox"/>   | Makabansa (Heritage, Culture, Nationalism, Patriotism and Volunteerism) |            |             |          |
| <input type="checkbox"/>   | Drug Prevention Program   |            |             |          |
| <p>I hereby certify upon my honor that all facts and information indicated herein are true and correct to the best of my knowledge. I further declare that any information given that proves to be untrue may constitute a ground for disqualification in the search and prosecution for perjury. Further, I subscribe and agree that the Department of Education have the sole prerogative to select the winners, and that their decision is final and executory.</p> <p>In witness hereof, I am executing and signing this statement voluntarily and without compulsion.</p> |   |            |             |          |
| <p>_____<br/> <b>Signature Over Printed Name</b></p>   |   |            |             |          |

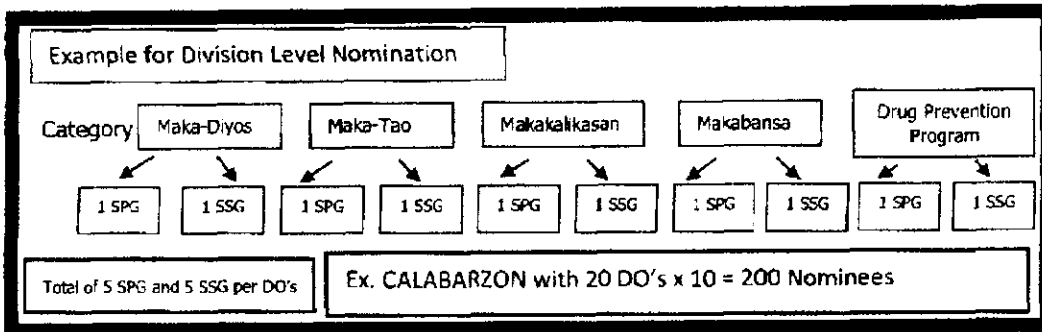
**THIS FORM IS NOT FOR SALE AND MAY REPRODUCED**

**I. SCHOOL LEVEL**

1. All SPG and SSG of public schools with an on-going project may join the Search.
2. The Teacher-Adviser of the school SPG/SSG shall submit the Application Form or SIKLAB FORM No. 2 to their respective Division Office through the **School Governance and Operation Division (SGOD) Office**.
3. Deadline of submission of the application form is November 10, 2017.

**II. DIVISION LEVEL**

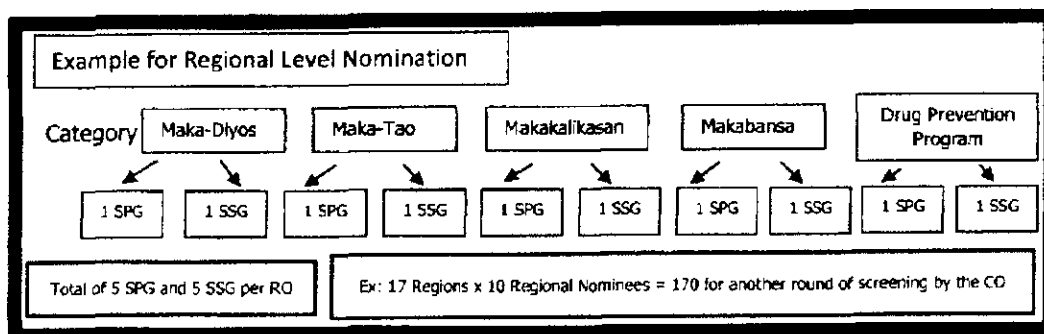
1. The SGOD Chief shall serve as Chair of the Awards Committee in Division Level together with Education Program Supervisor for Araling Panlipunan as indicated in the **SIKLAB FORM NO. 5** or the composition of the screening committee. They shall be in-charge of the preparation, implementation and documentation of the DepEd Division GAWAD SIKLAB.
2. The Division Office shall receive the application forms of the participating schools. They shall notify the participating schools if **all** the requirements were met.
3. The Division Office shall conduct the **paper screening and evaluation** of the submitted documents using the given criteria.
4. The Division Screening Committee shall use the score sheet provided by the Central Office or **SIKLAB FORM NO. 4**.
5. The Division Screening Committee may invite other stakeholders in the paper screening. (City councilor in-charge of youth development program)
6. The Division Screening Committee will select maximum of two Finalists per category, one SPG and one SSG division nominees.



7. Each Division shall nominate maximum of ten (10) Division Finalists to the Regional Office for the Regional Level Screening.
8. The Division Finalists shall receive a certificate of recognition from the Division Office, all non-winning schools will receive certificate of participation.
9. The Division Screening Committee shall send the documents of the Division Finalists to the Regional Office through the **Education Support Services Division (ESSD)** after two working days.

### III. REGIONAL LEVEL

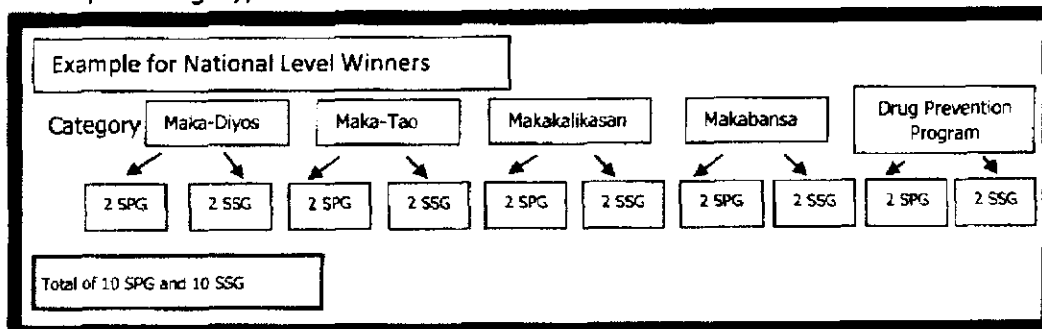
1. The ESSD Chief shall serve as Chair of the Awards Committee Regional Level together with Regional **Youth Formation Coordinator (YFC)** and **Education Program Supervisor (EPS)** from **Curriculum and Learning Management Division (CLMD)** as indicated in **SIKLAB FORM NO. 5**. They shall be in-charge of the preparation, implementation and documentation of the DepEd Regional GAWAD SIKLAB.
2. The Regional Office shall conduct another round of **paper screening and evaluation of submitted documents** from the Division Office.
3. All documents will be evaluated by the Regional TOSS Search Committee using the same criteria given by the Central Office.
4. The Division Finalists shall be evaluated by the Regional Screening Committee using the same criteria. The scores gained during division level screening will be back to zero.
5. The Regional Screening Committee shall select one (1) Regional Finalist for SPG and one (1) for SSG per category.
6. Each Region shall come up with a maximum of ten (10) nominees to the National Level. Five (5) SPG and five (5) SSG for another screening to the National SIKLAB screening Committee.



7. The Regional Finalists shall receive a certificate of recognition from the Regional Office, all non-winning schools will receive certificate of participation.
8. The Regional Screening Committee shall send the documents of the National SIKLAB screening Committee in the Central Office after two working days.

#### IV. NATIONAL LEVEL

1. The **Youth Formation Division** under the Bureau of Learner and Support Services in the Central Office shall be in-charge in the overall implementation of the DepEd **GAWAD SIKLAB**. They shall also serve as the National SIKLAB Screening Committee with members from different related offices from the Central Office.
2. The National SIKLAB Screening Committee shall do another round of **paper screening and evaluation** of submitted documents from the Regional Office.
3. TOP 40 (20 SPG and 20 SSG) or TOP 4 of each category shall be selected by the National SIKLAB Screening Committee.. The TOP 40 organizations shall be recognized as National Finalists.
4. The National SIKLAB Screening Committee shall constitute a validating team that will validate all the entries of the National Finalists. The National SIKLAB Screening Committee will be coordinating with the ESSD and SGOD during the validation.
5. The National Finalists shall be invited to the Central Office for the **project presentation and panel interview**.
6. The National SIKLAB Screening Committee shall have final deliberation and will select the TOP 2 per category, 10 for SPG and 10 for SSG.



7. The TOP 10 SPG and SSG shall be awarded as the **GAWAD SIKLAB** winners and will receive P30,000.00 each and a plaque of recognition.
8. The non-winning schools will receive a certificate as National Finalists.

**CRITERIA FOR JUDGING**

|  |   |   |   | POINTS                                       |
|--|---|---|---|--|
| <b>1. Impact of the Project 30 %</b>                                 |   |   |   |  |
| a) Addresses the problem of the school/community (Maximum of 15 pts) | The SPG/SSG was able to identify and address a specific problem of the school by providing a solution such as sustainable and long-term program/project – <b>15 pts</b>                 | The SPG/SSG was able to identify and address a specific problem of the school by providing a solution such as information dissemination, seminar, orientation, trainings etc. – <b>10 pts</b> | The SPG/SSG was able to identify a specific problem of the school and provide a solution that is relevant but did not hit the problem of the school. - <b>5 pts</b> |  |
| b) Frequency of the Project Implementation (Maximum of 10 pts)       | Conducted Year round – <b>10 pts</b>  | Conducted Weekly – <b>8 pts</b>   | Conducted Monthly – <b>6 pts</b>  | Conducted per quarter or once – <b>4 pts</b> |
| c) Level of Impact (Maximum of 5 pts)                                | Regional-wide <b>5pts</b>   | Division-wide – <b>4 pts</b>  | Barangay-wide – <b>3 pts</b>  | School-wide– <b>2 pts</b>                    |
| <b>2. Teamwork on implementing projects 25 %</b>                     |   |   |   |  |
| a) Engaged stakeholders (Maximum of 15 pts)                          | The SPG/SSG was able to engage the students, teachers, administrators, parents and the barangay/community, and other external stakeholders in implementing the project. – <b>15 pts</b> | The SPG/SSG was able to engage the students, teachers, administrators and parents in implementing the project. – <b>10 pts</b>  | The SPG/SSG was able to engage the students, teachers and administrators in implementing the project. – <b>5 pts</b>  |  |
| b) Involvement of the school (Maximum of 10 pts)                     | The school officials, teachers and students were involved during the planning and implementation of the project. – <b>10 pts</b>  | The teachers and students were involved during the planning and implementation of the project. ... <b>8 pts</b>   | Only the students planned and implemented the project. – <b>6 pts</b>   |  |

**3. Creativity and innovation of the Project – 25 %**

|   |   |   | <b>POINTS</b>   |
|---|---|---|---|
| a) Uniqueness of the project (Maximum of 10 pts)            | The project idea was new, unique and goes beyond the mandated programs, projects, and activities of the SPG/SSG. – <b>10 pts</b>                                  | The project was unique although somewhat patterned/adopted from other organizations or DepEd mandated programs, projects, and activities of the SPG and SSG. – <b>5 pts</b> |   |
| b) Introduction of Innovative solutions (Maximum of 10 pts) | The SPG/SSG introduced highly innovative solution to the problem. – <b>10 pts</b>   | The SPG/SSG introduced innovative solution to the problem although somewhat usual to the other organizations. – <b>5 pts</b>  |   |
| c) Use of local materials (Maximum of 5 pts)                | The SPG/SSG used local material in their project – <b>5 pts</b>   |   |   |
| <b>4. Effective Use of Resources – 20 %</b>                 |   |   |   |
| a) Partnership with other organizations (Maximum of 10 pts) | The SPG/SSG was able to partner with regional or division office for the project implementation. – <b>10 pts</b>  | The SPG/SSG was able to partner with private organizations for the project implementation. – <b>8 pts</b>   | The SPG/SSG was able to partner with other clubs inside the school for the project implementation. – <b>4 pts</b> |
| b) Accountability and Transparency (Maximum of 10 pts)      | The SPG/SSG provided/submitted disbursement and liquidation report to the studentry through a financial report posted in Bulletin Boards/website. – <b>10 pts</b> | The SPG/SSG provided/submitted disbursement and liquidation report to the SSG officers and advises, and school head. – <b>8 pts</b>   | The SPG/SSG provided/submitted records of budget to the teacher- adviser. – <b>4 pts</b>                          |
| <b>TOTAL POINTS</b>   |   |   |   |

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF THE EVALUATOR

\_\_\_\_\_  
DESIGNATION AND DATE

**COMPOSITION OF THE SCREENING COMMITTEES**

| <b>DIVISION LEVEL SCREENING COMMITTEE</b> |  |
|---|--|
| <b>Chair:</b>                             | School Governance and Operations Division (SGOD) Chief                             |
| <b>Vice Chair:</b>                        | Education Program Supervisor (EPS) for Araling Panlipunan                          |
| <b>Members:</b>                           | Senior Education Program Specialist (SEPS) for Social Mobilization & Networking    |
|   | Senior Education Program Specialist (SEPS) for Monitoring & Evaluation             |
|   | Senior Education Program Specialist (SEPS) for Human Resource Development Division |
| <b>Secretariat:</b>                       | Project Development Officer I – Youth Formation Coordinator                        |

| <b>REGIONAL LEVEL SCREENING COMMITTEE</b> |  |
|---|--|
| <b>Chair:</b>                             | Education Support Services Division (ESSD) Chief                       |
| <b>Vice Chair:</b>                        | Education Program Supervisor (EPS) from CLMD                           |
| <b>Members:</b>                           | PDOII/PDOIV of Special Programs and Projects Unit                      |
|   | Education Program Supervisor of Quality Assurance Division             |
|   | Education Program Specialist II of Human Resource Development Division |
| <b>Secretariat:</b>                       | Regional Youth Formation Coordinator                                   |

| <b>NATIONAL LEVEL SCREENING COMMITTEE</b> |  |
|---|--|
| <b>Chair:</b>                             | Director IV/III of Bureau of Learner Support Services                            |
| <b>Vice Chair:</b>                        | Chief of Youth Formation Division  |
| <b>Members:</b>                           | Representative from School Effectiveness Division                                |
|   | Representative from Bureau of Learning Delivery/Bureau of Curriculum Development |
|   | Representative from External Partnership Service/Field Expert                    |
| <b>Secretariat:</b>                       | Youth Formation Division   |

**GENERAL GUIDELINES**

1. Each screening committee shall follow the prescribed GAWAD SIKLAB Screening Committee composition.
2. The Chair shall lead the Screening Committee (SC), the Chair must be present in all scheduled screenings related to the Search.
3. The SC must have the Chair present and a quorum to proceed with the screening sessions.
4. The Secretariat shall arrange all the documents of the applicants, and other logistical requirements needed by the SC.
5. The Secretariat shall record the Minutes of the Meeting (MOM) of the SC and shall consolidate the results of the evaluation.
6. The Secretariat shall prepare the List of Shortlisted Applicants (LSA) and their documents which shall be forwarded to the Regional Office/National Office

| <b>TIMETABLE OF ACTIVITIES</b> |  |                           |
|--------------------------------|--|---------------------------|
| <b>DATE</b>                    | <b>ACTIVITY</b>  | <b>FOCAL UNIT</b>         |
| October 23 - November 10, 2017 | Application Period   | Division Office<br>(SGOD) |
| November 13 - 15, 2017         | Division Level Screening of the Division Search Committee  | Division Office<br>(SGOD) |
| November 16 - 17, 2017         | Announcement of Division Level Finalists<br>and<br>Submission of documents of Division Level Finalist to the Regional Office | Division Office<br>(SGOD) |
| November 20 - 22, 2017         | Regional Level Screening of the Regional Search Committee  | Regional Office<br>(ESSD) |
| November 23 - 24, 2017         | Announcement of the Regional Level Finalist<br>and<br>Submission of Regional Finalists to Central Office                     | Regional Office<br>(ESSD) |
| November 27 - 30, 2017         | Paper Screening and Evaluation of the National Search Committee  | Central Office<br>(YFD)   |
| December 1, 2017               | Announcement of Finalist for Field Validation  | Central Office<br>(YFD)   |
| December 4 - 8, 2017           | Field Validation   | Central Office<br>(YFD)   |
| December 11 - 13, 2017         | Formation Program  | Central Office<br>(YFD)   |
| December 14, 2017              | Panel Interview of National Finalist   | Central Office<br>(YFD)   |
| December 15, 2017              | Awarding   | Central Office<br>(YFD)   |